

DEPARTMENT OF SOCIAL SERVICES

SOCIAL WELFARE EXAMINER

**TEMPORARY
UP TO THREE MONTH POSITIONS AVAILABLE**

SALARY: \$36,270

The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amounts of assistance in accordance with established policies and procedures. An employee may perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district.

QUALIFICATIONS:

Graduation from high school or possession of a high school equivalence diploma and two years of clerical experience which shall have involved either accounting, bookkeeping, examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, credit or loans.

NOTE: Study in a regionally accredited or New York State registered college or university or business school may be substituted for the experience on a year for year basis.

SUBMIT RESUME/APPLICATION TO:

John J. Kalinkewicz, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until position is filled.

“An Equal Opportunity Employer with an Affirmative Action Program”

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